



STATE OF ARIZONA

SCHOOL FACILITIES BOARD

Governor of Arizona
Janet Napolitano

Acting Executive Director
John Arnold

MEMO - NEW SCHOOL CLOSEOUT OF ASFB FUNDED PROJECTS

Superintendent of Schools
(Unified) School District No. XX
Address:
City:, State:, Zip

Subject: Final School Project Closeout of **SFB Proj. xxxxxxxxx-9999-xxxN, (CM @ Risk - ?)**

District shall be considered to have reached the substantial and/or final completion stage upon submitting to the School District's ASFB Liaison the required documentation by providing the follows:

- ☐ 1. Certificate of Occupancy from the Local Building Department. (All life safety requirements must be complete)
 - a. Accompanying State Fire Marshal's acceptance test report for the required Fire Protection System
- ☐ 2. Architect's Certificate of Substantial Completion.
- ☐ 3. Final request for payment (**must contain all pages and complete schedule of values**) from the contractor and certified by the architect the project has zero dollars remaining to be paid to the General Contractor for construction.
- ☐ 2. Architect's Certificate of Substantial Completion.
- ☐ 3. Final request for payment (**must contain all pages and complete schedule of values**) from the contractor and certified by the architect the project has zero dollars remaining to be paid to the General Contractor for construction.
- ☐ 4. **Superintendent's** letter statement of assurance that the facility was built according to SFB state guidelines including the installation of all required FF&E. **District shall provide a driving map from the State Capital to the new school site. (Note – Letter requires superintendent's signature)**
- ☐ 5. Provide full/complete **PDF** (specification) and **PDF** (plan drawings) Construction Document copy on electronic compact disk. Label each 'disk' copy with School District Name, School Name, SFB Project Number. (**If not sent in earlier @ time of funding**)
 - a. Required Documents include: Architectural, Structural, Civil, Electrical, Mechanical and Plumbing, Landscape, Kitchen Design, drawing documents and written specifications that where reviewed and approved for building permit.
- ☐ 6. All documents sent to SFB, **MUST contain for each project the following @ or near the top of each sheet:**
 - a. The SFB Project Number..... (**SFB Proj. #xxxxxxx-9999-xxxN, CM @ Risk**)
 - b. The full School District Name and full address....(**Unified**) **School District No. xx, Etc.)**
 - c. New School Facility Name and Grade Level and Full Address with Zip Code.....(**9-12, School Name H.S.**)
- ☐ 7. On site walk-through by SFB, shall verify that one computer per 8 students, based on the approved SFB occupancy of the facility, and all other FF&E has been installed
- ☐ 8. On site walk-through by SFB, shall verify and ask the librarian for assurance that 10 new library books per student, based on the approved SFB occupancy of the facility, has been installed in the library

If you have any other questions please call me @ 602-542-6501.

☒ Check mark indicates item &/or document's are on file with the SFB